

**All Levels Awards and Reports Due Dates
As of 21 February 2002**

Month	Day	Item	From	To	Reference	Section	Form	Comments
All	5	Flight Release Logs	FROs	Wing;LO	R 60-1	4-6.c	99	
All	5	AEO Periodic Update Report	Squadron	Wing	P 15	page 56	Informal	
All	10	Senior Training Report	All	HQ CAP	R 50-17	2-6	STR	Only if updated
All	10	DAE Periodic Update Report	Wing	MER;Squadrons	P 15	page 56	Informal	
All	10	Vehicle usage summary	All	HQ CAP	R 77-1	12.d.2	online (73)	
All	15	DAE Periodic Update Report	Region	MELR;Wings	P 15	page 56	Informal	
All	20	Operations Monthly Activity Report	All	HQ CAP	R 60-1	2-8	online (18)	
1	1	Chaplain Statistical Report	Chaplains	Wing Chaplain	R 265-1	8.a	34	Each Chaplain and MLO must submit
1	1	Begin a new Property Document Register	All	n/a	R 67-1	2-1.a	38	
1	1	NCASE Crown Circle nominations	All	HQ CAP	R 280-2	4.c	In P 15	
1	1	Safety Officer of the Year nominations	Squadron	Wing	R 62-1	5	120	MER Supplement
1	1	Annual Unit Safety Survey	Squadron	Wing	R 62-1	2.f	R 62-1 Att 4	
1	1	List of authorized Flight Release Officers	Squadron; Wing	LO	R 60-1	4-9.a.5		
1	1	ES Alert/Resource Report	Wing	HQ CAP	R 60-3	1-4.a.1		Also to local agencies, etc.
1	1	Quarterly S-5 [Aircraft] Report	Wing	HQ CAP;MELR MER;LO	R 67-4	4-3	S-5	
1	1	Quarterly S-5 [Hull Self-Insurance] Report	Wing	HQ CAP;MELR MER;LO	R 900-6 Att 2	3	S-5	
1	1	List of authorized Flight Release Officers	Region	MELR	R 60-1	4-9.a.5		
1	1	Quarterly S-5 [Aircraft] Report	Region	HQ CAP;MELR	R 67-4	4-3	S-5	
1	1	Quarterly S-5 [Hull Self-Insurance] Report	Region	HQ CAP;MELR	R 900-6 Att 2	3	S-5	
1	5	AE Excellence Award Program Monthly Report	Squadron	HQ CAP	P 15	page 56	In brochure	Only if participating
1	10	Communications Plans	Wing	HQ CAP;MER	R 100-1 V1	2-2		
1	15	Brewer Awards nominations	Squadron	Wing	P 15	page 41	25	
1	15	Cadet of the Year nominations	Squadron	Wing	R 39-3	24.b.2	58	
1	15	Senior Member of the Year nominations	Squadron	Wing	R 39-3	23.a	Narrative	

1	15	Communicator of the Year nominations	Squadron	Wing	R 100-1 V1	4-8.b.1	Narrative	
1	15	Squadron Chaplain of the Year nominations	Squadron	Wing	R 265-1	10.b	Narrative	
1	15	Moral Leadership Officer of the Year nominations	Squadron	Wing	R 265-1	10.c	Narrative	
1	15	Wing AEO Roster	Wing	MER	P 15	page 56	In P 15	
1	15	Annual Wing AE Activity Report	Wing	MER;MELR	P 15	page 56	In P 15	
1	15	MER Consolidated Quarterly Safety Activity report	Wing	MER	R 62-1	2.b.2	MER Supp Att 1	MER Supplement
1	15	Quarterly Station Statistics	Wing	HQ CAP	R 100-1 V1	3-2	H-1	
1	15	Quarterly Station Statistics	Region	HQ CAP	R 100-1 V1	3-2	H-1	
1	15	CIST Contact List	Region	HQ CAP	R 60-5	2.b		
1	30	Wing Chaplain Statistical Report	Wing	HQ CAP	R 265-1	8.b	34a	
1	31	CAP Academic Scholarships applications	All	HQ CAP	R 52-16	4-4	95	
1	31	IACE Applications	All	HQ CAP	R 52-16	4-9.c	31	Requires coupon from CAP News
1	31	Quarterly Finance Report [for prior Quarter]	Squadron	Wing	R 173-1		173	Required by DEWG Supplement
1	31	Wing Safety Officer Roster	Wing	MER	R 62-1	2.a		[Cannot find reference]
1	31	National Cadet Special Activity applications	Wing	HQ CAP	R 52-16	4-1.b	31	
1	31	Public Affairs Officer's Quarterly Report	Wing	HQ CAP;MER	P 190-1	4-5	190-1	MER Supplement requires copy to MER
1	31	Outstanding Unit PAO nomination	Wing	HQ CAP	P 190-1	4-7		
1	31	Region AE Activity Report	Region	MELR	P 15	page 56	In P 15	
1	31	Updated Wings' AEO Rosters	Region	HQ CAP;MELR	P 15	page 56	In P 15	
2	1	Crossfield Teacher of the Year nominations	All	HQ CAP	R 280-2	4.d	In P 15	
2	1	Safety Officer of the Year nominations	Wing	MER	R 62-1	5	120	MER Supplement
2	1	Wing HQ Safety Survey for prior calendar year	Wing	MER	R 62-1	2.f	R 62-1 Att 4	MER Supplement
2	1	Brewer Awards nominations	Wing	MER;MELR	P 15	page 41	25	
2	1	Draft Annual Wing AE Plan of Action	Wing	MER;MELR	P 15	page 56		
2	5	AE Excellence Award Program Monthly Report	Squadron	HQ CAP	P 15	page 56	In brochure	Only if participating
2	15	Cadet of the Year nominations	Wing	MER	R 39-3	24.b.3	58	
2	15	Senior Member of the Year nominations	Wing	MER	R 39-3	23.b	Narrative	
2	15	Communicator of the Year nominations	Wing	MER	R 100-1 V1	4-8.b.2	Narrative	
2	15	Wing Historian of the Year	Wing	MER	R 210-1	1-7.b		
2	15	Senior Chaplain of the Year nominations	Wing	MER	R 265-1	10.a	Narrative	
2	15	Squadron Chaplain of the Year nominations	Wing	MER	R 265-1	10.b	Narrative	
2	15	Moral Leadership Officer of the Year	Wing	MER	R 265-1	10.c	Narrative	

		nominations						
2	15	Feedback on Draft Annual Wing AE Plans of Action	Region	Wings	P 15	page 56		
2	15	Draft Annual Region AE Plan of Action	Region	MELR	P 15	page 56		
3	1	Daedalian Flight Scholarships applications	All	HQ CAP	R 52-16	4-3	95	
3	1	Annual S-3 [Equipment] Reports	Squadron	Wing	R 67-1	3-12	S-3	Allows time for Wing processing
3	1	Annual Wing AE Plan of Action	Wing	MER;MELR	P 15	page 56		
3	1	Certificate of Achievement [for Unit Safety] nominations	Wing	HQ CAP	R 62-1	6		
3	1	AE Workshop Listings	Region	MELR	P 15	page 56		
3	1	Paul W. Turner Safety Award nominations	Region	HQ CAP	R 62-1	3		
3	1	Region Safety Award	Region	n/a	R 62-1	4		
3	1	Safety Officer of the Year nominations	Region	HQ CAP	R 62-1	5		
3	1	Brewer Awards nominations	Region	HQ CAP	R 280-2	4.b.2.b	25	
3	5	AE Excellence Award Program Monthly Report	Squadron	HQ CAP	P 15	page 56	In brochure	Only if participating
3	15	Annual Squadron Equipment Requirements List	Squadron	Wing	R 67-1	3-5		
3	15	Annual Region AE Plan of Action	Region	MELR	P 15	page 56		
3	15	Cadet of the Year nominations	Region	HQ CAP	R 39-3	24.b.4	58	
3	15	Senior Member of the Year nominations	Region	HQ CAP	R 39-3	23.c	Narrative	
3	15	Communicator of the Year nominations	Region	HQ CAP	R 100-1 V1	4-8.b.3	Narrative	
3	15	Squadron Chaplain of the Year nominations	Region	HQ CAP	R 265-1	10.d	Narrative	
3	15	Senior Chaplain of the Year nominations	Region	HQ CAP	R 265-1	10.d	Narrative	
3	15	Moral Leadership Officer of the Year nominations	Region	HQ CAP	R 265-1	10.d	Narrative	
3	31	Annual Charter Review	Wing	HQ CAP	R 20-3	10.b		
4	1	List of authorized Flight Release Officers	Squadron; Wing	LO	R 60-1	4-9.a.5		
4	1	Quarterly S-5 [Aircraft] Report	Wing	HQ CAP;MELR MER;LO	R 67-4	4-3	S-5	
4	1	Quarterly S-5 [Hull Self-Insurance] Report	Wing	HQ CAP;MELR MER;LO	R 900-6 Att 2	3	S-5	
4	1	List of authorized Flight Release Officers	Region	MELR	R 60-1	4-9.a.5		
4	1	Quarterly S-5 [Aircraft] Report	Region	HQ CAP;MELR	R 67-4	4-3	S-5	
4	1	Quarterly S-5 [Hull Self-Insurance] Report	Region	HQ CAP;MELR	R 900-6 Att 2	3	S-5	
4	5	AE Excellence Award Program	Squadron	HQ CAP	P 15	page 56	In	Only if participating

		Monthly Report	ron				brochure	
4	10	Communications Plans	Region	HQ CAP	R 100-1 V1	2-2		
4	15	AFA Award to Outstanding CAP Cadets	All	AFA	R 39-3	31		
4	15	AFSA Award to Outstanding CAP Cadet NCO of the Year	All	AFSA	R 39-3	32		
4	15	Annual Consolidated Wing Requirements List	Wing	LO	R 67-1	3-5.a		
4	15	Annual S-3 [Equipment] Reports	Wing	LO	R 67-1	3-12.f	S-3	
4	15	MER Consolidated Quarterly Safety Activity report	Wing	MER	R 62-1	2.b.2	MER Supp Att 1	MER Supplement
4	15	Quarterly Station Statistics	Wing	HQ CAP	R 100-1 V1	3-2	H-1	
4	15	Annual S-3 [Equipment] Reports	Region	MELR	R 67-1	3-12.a,f	S-3	
4	15	Quarterly Station Statistics	Region	HQ CAP	R 100-1 V1	3-2	H-1	
4	30	Quarterly Finance Report [for prior Quarter]	Squadron	Wing	R 173-1		173	Required by DEWG Supplement
4	30	Public Affairs Officer's Quarterly Report	Wing	HQ CAP;MER	P 190-1	4-5	190-1	MER Supplement requires copy to MER
4	30	Wing PAO Roster	Wing	HQ CAP	P 190-1	4-5		
5	5	AE Excellence Award Program Monthly Report	Squadron	HQ CAP	P 15	page 56	In brochure	Only if participating
6	5	AE Excellence Award Program Monthly Report	Squadron	HQ CAP	P 15	page 56	In brochure	Only if participating
6	30	Annual inventory of real estate and facilities	Squadron	Wing	R 87-1	6		
6	30	Annual inventory of real estate and facilities	Wing	n/a	R 87-1	6		
6	30	Annual inventory of real estate and facilities	Region	n/a	R 87-1	6		
6	30	Prior Calendar Year Wing History	Wing	HQ CAP;MER	R 210-1	1-4.b	Narrative	
6	30	Prior Calendar Year Region History	Region	HQ CAP	R 210-1	1-4.b	Narrative	
7	1	Chaplain Statistical Report	Chaplain	Wing Chaplain	R 265-1	8.a	34	Each Chaplain and MLO must submit
7	1	Appointment of Wing CAC Representatives	Squadron	Wing	R 52-16	3-4.c		
7	1	List of authorized Flight Release Officers	Squadron; Wing	LO	R 60-1	4-9.a.5		
7	1	Updated Wing AEO Roster	Wing	MER	P 15	page 56	In P 15	
7	1	Appointment of Region CAC Representatives	Wing	MER	R 52-16	3-4.c		
7	1	Quarterly S-5 [Aircraft] Report	Wing	HQ CAP;MELR MER;LO	R 67-4	4-3	S-5	
7	1	Quarterly S-5 [Hull Self-Insurance]	Wing	HQ	R 900-6	3	S-5	

		Report		CAP;MELR MER;LO	Att 2			
7	1	List of authorized Flight Release Officers	Region	MELR	R 60-1	4-9.a.5		
7	1	Quarterly S-5 [Aircraft] Report	Region	HQ CAP;MELR	R 67-4	4-3	S-5	
7	1	Wing Historian of the Year Award nominations	Region	HQ CAP	R 210-1	1-7.b		
7	1	Quarterly S-5 [Hull Self-Insurance] Report	Region	HQ CAP;MELR	R 900-6 Att 2	3	S-5	
7	15	MER Consolidated Quarterly Safety Activity report	Wing	MER	R 62-1	2.b.2	MER Supp Att 1	MER Supplement
7	15	Request to Change Wing Dues	Wing	HQ CAP	R 39-2	4-5		After MER/CC approval
7	15	Quarterly Station Statistics	Wing	HQ CAP	R 100-1 V1	3-2	H-1	
7	15	Quarterly Station Statistics	Region	HQ CAP	R 100-1 V1	3-2	H-1	
7	30	American Legion Award to Outstanding Squadron	Wing	American Legion	R 39-3	30		
7	30	Wing Chaplain Statistical Report	Wing	HQ CAP	R 265-1	8.b	34a	
7	31	Quarterly Finance Report [for prior Quarter]	Squad ron	Wing	R 173-1		173	Required by DEWG Supplement
7	31	Public Affairs Officer's Quarterly Report	Wing	HQ CAP;MER	P 190-1	4-5	190-1	MER Supplement requires copy to MER
7	31	Updated Wings' AEO Rosters	Region	HQ CAP;MELR	P 15	page 56	In P 15	
8	15	DDR End of Year Report	Squad ron	Wing	P 55	3-4.e		Only if funds received
8	15	DDR Initiatives Program Application [Funding Request]	Squad ron	Wing	P 55	3-4.c		Only if funds requested
8	15	Annual S-6 [Real Property] Report	Wing	LO	R 87-1	6.a.2	S-6	Allows time for processing by LO
8	31	DDR End of Year Report	Wing	HQ CAP	P 55	3-4.e		Only if funds received
9	1	DDR Initiatives Program Application [Funding Request]	Wing	HQ CAP	P 55	3-4.c		Only if funds requested
9	15	Annual S-2 [Vehicle] Report	Wing	LO	R 77-1	12.b.4.c	S-2	Allows time for processing by LO
9	15	Annual S-2 [Vehicle] Report	Region	MELR	R 77-1	12.b.4.c	S-2	Allows time for processing by LO
9	15	Annual S-6 [Real Property] Report	Region	MELR	R 87-1	6.a.1	S-6	
9	30	Next Fiscal Year Budget	Wing	n/a	R 173-2	5.f	174 (?)	Prepared by Finance Committee
9	30	Next Fiscal Year CD Admin Funds Budget	Wing	MER	R 173-2	5.f		CDO to Finance Committee to Region
9	30	Next Fiscal Year Budget	Region	n/a	R 173-2	4.e	174 (?)	Prepared by Finance Committee
10	1	Unit Self-Assessment	Squad ron	Wing	R 123-3	11.c.3		Recommended
10	1	Compliance Inspection Self-	Wing	n/a	R 123-3	11.c.2		Recommended

		Assessment						
10	1	List of authorized Flight Release Officers	Squadron; Wing	LO	R 60-1	4-9.a.5		
10	1	Annual S-7 [Vehicle Self-Insurance] Report	Wing	HQ CAP	R 900-7	4.b	S-7	Reg outdated: says to CAP-USAF
10	1	Quarterly S-5 [Aircraft] Report	Wing	HQ CAP;MELR MER;LO	R 67-4	4-3	S-5	
10	1	Quarterly S-5 [Hull Self-Insurance] Report	Wing	HQ CAP;MELR MER;LO	R 900-6 Att 2	3	S-5	
10	1	List of authorized Flight Release Officers	Region	MELR	R 60-1	4-9.a.5		
10	1	Annual S-7 [Vehicle Self-Insurance] Report	Region	HQ CAP	R 900-7	4.b	S-7	Reg outdated: says to CAP-USAF
10	1	Quarterly S-5 [Aircraft] Report	Region	HQ CAP;MELR	R 67-4	4-3	S-5	
10	1	Quarterly S-5 [Hull Self-Insurance] Report	Region	HQ CAP;MELR	R 900-6 Att 2	3	S-5	
10	15	MER Consolidated Quarterly Safety Activity report	Wing	MER	R 62-1	2.b.2	MER Supp Att 1	MER Supplement
10	15	Quarterly Station Statistics	Wing	HQ CAP	R 100-1 V1	3-2	H-1	
10	15	Quarterly Station Statistics	Region	HQ CAP	R 100-1 V1	3-2	H-1	
10	20	Report of prior Fiscal Year financial transactions	Squadron	n/a	R 173-1	2.c.8	173	Finance Officer to Finance Committee
10	31	Public Affairs Officer's Quarterly Report	Wing	HQ CAP;MER	P 190-1	4-5	190-1	MER Supplement requires copy to MER
10	31	Wing PAO Roster	Wing	HQ CAP	P 190-1	4-5		
11	1	Annual Unit Financial Report for Fiscal Year	Squadron	Wing	R 173-1	10	173	
11	1	Annual Report of State Appropriations	Wing	HQ CAP	R 173-2	5.k	RCS No. CAP-Y2	
11	15	Submit Region Staff College information for CAP News	Region	HQ CAP	R 50-17	6-3.d.2		
11	30	USAF Academy Prep School applications	All	HQ CAP	R 52-16	4-5		
12	1	ES Alert/Resource Report	Squadron	Wing	R 60-3	1-4.a.1		Allows time for Wing processing
12	1	Report on Annual Wing AE Plan of Action	Wing	MER	P 15	page 56		
12	1	Report on Annual Region AE Plan of Action	Region	MELR	P 15	page 56		
12	15	Annual Squadron AE Activity Report	Squadron	Wing	P 15	page 56	In P 15	
12	31	National Cadet Special Activity applications	Squadron	Wing	R 52-16	4-1.b	31	
12	31	Wing Consolidation of Unit Financial Records	Wing	HQ CAP	R 173-2	5.j.4	173-2c	

12	31	Annual Audited Financial Statements	Wing	HQ CAP	R 173-2	5.j.1		
12	31	IRS Tax Form 990 & Schedules	Wing	HQ CAP	R 173-2	5.j.2,3		
12	31	Inclusion/Exclusion Letter for CAPF 173-2c	Wing	HQ CAP	R 173-2	5.j.5	R 173-2 Att 7	
12	31	Wing Authorization Letter for IRS Form 990	Wing	HQ CAP	R 173-2	5.j.6	R 173-2 Att 5	
12	31	Annual Audited Financial Statements	Region	HQ CAP	R 173-2	4.h.1		
12	31	IRS Tax Form 990 & Schedules	Region	HQ CAP	R 173-2	4.h.2,3		
12	31	Region Authorization Letter for IRS Form 990	Region	HQ CAP	R 173-2	4.h.4	R 173-2 Att 6	